

**HUMBOLDT COUNTY PERSONNEL COMMISSION**  
901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES**

**August 10<sup>th</sup>, 2021**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on August 10<sup>th</sup>, 2021. Will called the meeting to order at 5:15 p.m.

**Present**-Commissioners, Joe McKenzie, Danette Demello, and Will Folger.

**Others Present**- Jenny Bowen, Director of Personnel; Mindy Fattig, Executive Director of Humboldt-Del Norte SELPA, and Felicia Doherty, Principal of Court/Community Schools.

**Public**-None present

**2.0 REVIEW OF THE MINUTES** Review of minutes. Will made a motion to approve the June minutes. Danette seconded, minutes were approved as submitted.

**3.0 PUBLIC COMMENT** No comment

**4.0 ACTION ITEM**

**5.1 Felicia Doherty**

**4.1.1** Felicia reported on the shifting needs of their Drug & Alcohol Specialist position. She proposed a job description revision from Drug & Alcohol Specialist to Student Services Specialist (SSS). Both jobs are very similar however, the SSS position is more of a supportive role and does not require a diploma whereas the Drug & Alcohol Specialist does. Joe made a motion to approve the revisions to the job description. Danette seconded and the motion was approved.

**4.2 Mindy Fattig**

**4.2.1** Mindy proposed to reclassify the job title and description for the Behavioral Support Assistant to Certified Behavioral Support Technician (CBST). The CBST position will require additional training and certification processes paid for by SELPA. The training is to be completed within 6 months of hire and upon completion, the technician will become a registered behavioral technician. Will makes a motion to approve the changes as is. Danette seconds. Motion is approved.

## **5.0 PERSONNEL UPDATES**

**5.1 REPORT BY DIRECTOR OF PERSONNEL** Jenny Bowen reported about recent hires, retirements, and job vacancies. Jenny reported that personnel is trying to find more effective ways to advertise new jobs on a variety of different platforms. Jenny reported that we are looking into a possible classification/salary schedule study. Jenny suggested a possible change of date/time for personnel commission meetings and will be sending out a survey with different scheduling options.

**5.2 NEW HIRES** Jenny Bowen reported on the new hires.

**5.3 POSITION SEPARATION** Jenny Bowen reported our current separations.

**5.4 POSITIONS UNDER REVIEW** Jenny Bowen reported our current position vacancies.

**6.0 BUDGET REPORT** Jenny Bowen reported on the budget. Normal changes in activity. There were no questions or follow up.

**7.0 SUPERINTENDENTS REPORT** N/A

**8.0 REVIEW TRAVEL CLAIM** Jenny Bowen emailed claims to Commissioners.

**9.0 ADJOURNMENT** Will adjourned the meeting at 6:08 p.m.